

July 2026

Administrative Services Department Activity Report

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Monthly Statistics

482 Customers for EyeOnWater App
37 Open new water service accounts
36 Closed water service accounts billed
2,982 Number of Water and Sewer Billing- (bi-monthly billing)
8 Leak Notice Communication
NA Water & Sewer Billing 45 Day Late Notices
103 Water & Sewer Billing 10 Day Shutoff Notices
16 Water & Sewer Billing 48 Hr Shutoff Notices Sent
NA Water & Sewer Billing Shut Offs
7 New Business License Issuance
4 Closed Business License

Noteworthy Information

1. Finalized adoption and implementation of the FY 2026-27 Budget, including posting to the website and producing hard copies of the adopted budget book.
2. Coordinated preparation of the City's response to the Sonoma County Grand Jury report, including financial analysis, supporting documentation, and Council agenda materials.
3. Supported the July 20, 2026 Enterprise Fund Oversight Committee (EFOC) meeting, including work related to the Cost Allocation Plan (CAP) RFP revisions, utility rate discussions, and infrastructure funding considerations.
4. Continued development of employee time-tracking and direct billing initiatives to improve financial transparency and support future enterprise fund cost allocation studies.
5. Continued preparation for the FY 2025-26 annual audit, including year-end reconciliations, financial review, audit schedules, and coordination with consultants and auditors.
6. Supported ongoing utility billing, enterprise fund financial monitoring, and operational improvement initiatives.
7. Managed ongoing human resources and personnel functions, including payroll, benefits administration, recruitment, labor relations, employee onboarding, and workforce planning activities.
8. Responded to 4 Public Records Act (PRA) requests and coordinated the collection and release of responsive records.